

## FACILITY VISIT CHECKLIST GROUP HOMES

Review facility file prior to visit. Check to see that the following information has been updated, if required, and contained in the file. Indicate the date the information was submitted to the licensing agency in the space provided for each item requested.

| LICENSE ANNIVERSARY DATE _____   | DATE<br>SUBMITTED |
|--|-------------------|
| License Fee Received   |                   |
| Criminal Record Clearance and Child Abuse Index Checks (LIC 198) (updated for current staff subject to fingerprint requirements) |                   |
| Licensee Affidavit Regarding Persons Exempt From Fingerprint Requirements (if not on LIC 500)                                    |                   |
| Administrative Organization (LIC 309)*   |                   |
| Designation of Administrative Responsibility (LIC 308)*  |                   |
| Personnel Report (LIC 500) Updated*  |                   |
| Affidavit Regarding Client/Resident Cash Resources (LIC 400)*  |                   |
| Surety Bond (LIC 402) - (if applicable)  |                   |
| Facility Floor/Plot Plan (LIC 999)   |                   |
| Fire Clearance (consistent with terms and limitations of license)  |                   |
| Qualifications of Administrator/Social Worker/Facility Manager   |                   |
| Articles of Incorporation, Constitution and Bylaws (if applicable)   |                   |
| Partnership Agreement (if applicable)  |                   |
| Control of Property  |                   |
| Emergency Disaster Plan (LIC 610C)   |                   |
| Plan of Operation  |                   |
| Admission Policies and Procedures  |                   |
| Health Screening Report - Facility Personnel (LIC 503)   |                   |
| Rules of Discipline  |                   |
| Bacteriological Analysis of Private Water Supply (if applicable)   |                   |
| Current Consultant Contract  |                   |
| Inservice Training Program   |                   |
| Medication Procedures  |                   |
| Transportation Procedures  |                   |
| Exemptions, Waivers and Exceptions   |                   |

### NOTES AND COMMENTS

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